



# ***The Commonwealth of Massachusetts***

***Executive Office of Administration and Finance***

***Designer Selection Board***

1 Ashburton Place, 10<sup>th</sup> Floor, Room 1004

Boston, Massachusetts 02108

TEL: (617) 727-4046

FAX: (617) 727-0112

## **PUBLIC NOTICE #08-12**

**July 16, 2008**

This Board will accept applications from architects, engineers, or other disciplines as noted, whichever is designated for the projects described in the attached Public Notice identified as **List #08-12**. Applicants are requested to submit a separate Designer Selection Board Application **2005 Form (16 COPIES)** for each project for which they wish to be considered. **PLEASE NOTE THAT THE NEW APPLICATION FORM ISSUED AS OF JANUARY 1, 2000 HAS BEEN REVISED.** The new revised form is entitled **DSB 2005 Application Form**. An electronic copy of the new **DSB 2005 Master File Brochure** and the new **DSB 2005 Application Form in Microsoft Word for Windows ® 97** is available from the Web site address [http://www.state.ma.us/cam/DSB/fi\\_dselectboard.html](http://www.state.ma.us/cam/DSB/fi_dselectboard.html). **Please be sure to use the revised form.** An additional electronic copy of the completed Application Form in cd format, using MS Word or other word processing software, is to be included with the printed Applications. **Application closing date for projects on List #08-12 is 2:00 p.m., WEDNESDAY, AUGUST 6, 2008.** Copies of the advertisements may be found on the web by going to the DCAM web-site at <http://www.mass.gov/cam/DSB/index.html>. Please send all correspondence to the Designer Selection Board, ONE ASHBURTON PLACE, ROOM 1004, BOSTON, MA 02108. Please utilize return receipt, registered, or certified mail if acknowledgment of delivery of application(s) is desired. \*Forms which may be reproduced can be picked up free of charge on regular work days between 8:45 a.m. – 4:30 p.m. at the above address. Bearer must prepare his own receipt for hand delivered data if a receipt is desired.

This Public Notice, including attachments, may be duplicated by any and all interested persons and is being furnished to the following societies for their information and disposition:

**Please note the following: This Public Notice #08-12 includes: (a) the procedures for conforming to Executive Order #390 (Minority and Women Owned Business Participation)**

**ALL APPLICATIONS MUST BE SUBMITTED ON THE NEW DSB 2005 APPLICATION FORM (ENCLOSED HEREIN)**

**FAILURE TO DO SO WILL BE THE BASIS FOR REJECTION OF YOUR APPLICATION.**

**Gordon P. Sainsbury, AIA; RIBA  
EXECUTIVE DIRECTOR, DESIGNER SELECTION BOARD**



# ***The Commonwealth of Massachusetts***

*Executive Office of Administration and Finance*

*Designer Selection Board*

1 Ashburton Place, 10<sup>th</sup> Floor, Room #1004  
Boston, Massachusetts 02108

TEL: (617) 727-4046

FAX: (617) 727-0112

## **PUBLIC NOTICE**

**TO: Worcester Telegram  
The Republican**

**20 Franklin Street, Legal Ads  
1860 Main Street, Legal Ads**

**Worcester, 01609  
Springfield, 01101**

**FROM: Designer Selection Board**

**DATE: July 9, 2008**

**SUBJECT: Classified Legal Advertisement**

On July 18, 2008, please insert one day only, the below approximate 2 column 2 inch classified legal advertisement of the Designer Selection Board. Submit proof of advertisement attached to your invoice. Please refer to P.O. #GAE DESB #5910.

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**Gordon P. Sainsbury, AIA; RIBA  
EXECUTIVE DIRECTOR  
DESIGNER SELECTION BOARD**

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**PUBLIC NOTICE**

**DESIGNER SELECTION BOARD**

**PUBLIC NOTICE**

Engineers and architects are advised that DSB Project List #08-12, dated July 16, 2008 describing 02 Division of Capital Asset Management and Maintenance (DCAM) projects is now available. Copies of the advertisements may be found on the web by going to the DCAM web-site at <http://www.mass.gov/cam/DSB/index.html>. Please send all correspondence to the Designer Selection Board, ONE ASHBURTON PLACE, ROOM 1004, BOSTON, MA 02108. Application closing date is 2:00 p.m., WEDNESDAY, AUGUST 6, 2008.

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**PUBLIC NOTICE**

**DESIGNER SELECTION BOARD**

**PUBLIC NOTICE**

## **APPLICANTS PLEASE NOTE:**

The following requirements were implemented on the following dates and continue to be requirements.

**July 2008:**

**Application Change:** Copies for DSB 2005 Application change from 15 to 16 copies.

**April 2008:**

**Application Changes:** Question 2a - Changed from Project # to DSB #, Item # and Question 12 – Professional Liability Claims Changed from 7 to 5 years.

**January 2008:**

In reference to April 2007, display only applications e.g. PDF format are NOT acceptable.

**October 2007:**

A person may not submit more than one application as a “prime” applicant on the same project. The applications of any such applicant shall be considered disqualified. This rule does not preclude a person applying as a "prime" applicant even though that applicant is also listed as a consultant on one or more other “prime” applications on the same project. For the purposes of this paragraph the term “person” means an individual, corporation, association, partnership or other legal entity.

**April 2007:**

**Application Change:** An additional electronic copy of the completed Application Form in cd format, using MS Word or other word processing software, is to be included with the printed Applications.

If an updated Master File Brochure is submitted at any time, an additional electronic copy in cd format using MS Word or other word processing software is to be included with the submitted update.

**Application Change:** Question #9 – “Construction Cost” replaced “Project Cost”

**April 2006:**

**Change of address.** As of April 3, 2006, all future correspondence should be delivered to One Ashburton Place, 10<sup>th</sup> Floor, Room 1004, Boston, MA 02108.

**February 2006:**

- Please be sure to use the latest forms when applying for State funded projects.
- It is the responsibility of the Prime applicant to ensure all of their sub-consultants also use the current application forms. Failure to do so will be grounds for the application to be rejected.

**April 2005:**

- Please note New DSB 2005 Application Form.
- Applicants are now required to respond to Question #10 as noted on page 7 of the application form.
- It is a requirement that all applicants supply signed DSB SC-A's (SUB-CONSULTANT ACKNOWLEDGEMENT) for each listed sub-consultants stating that they are aware and agree to being nominated by said applicant. One Copy of which must have an original signature. This form is now the last page of the DSB Application 2005.
- Failure to supply above documents may result in rejection of application.

- **Please note New DSB 2005 Master File Brochure**
- **New Section on the Web: Most Common Mistakes On Applications at**  
**([http://www.state.ma.us/cam/dsb/db\\_dsbcommon.html](http://www.state.ma.us/cam/dsb/db_dsbcommon.html))**

**October 2003:**

**Please be advised that only those consultants listed in the advertisement should be nominated in the application by the Prime consultant. Any MBE/WBE requirement should be met within the requested consultant list. Utilizing consultants not requested in order to fulfil the MBE/WBE is unacceptable and will severely limit the Prime's chances of being appointed to the project.**

## **DSB 2005 MASTER FILE BROCHURE**

In addition to the individual application form separately filed for each specific project, architects, engineers, planners, construction managers, and related construction industry consultants who wish to be considered for appointment as program consultants, designers, or construction managers on state projects under the jurisdiction of the Designer Selection Board must submit current (within one year of application) credentials in the form of a master brochure as specified on the new DSB Master File 2005 Brochure, (attached herein). If an updated Master File Brochure is submitted at any time, an additional electronic copy in cd format using MS Word or other word processing software, is to be included with the submitted update. Applicants may supplement the required material with their printed brochure, including pictures and illustrations and any other information which the applicant deems essential to be representative of his or her capabilities. Please utilize return receipt if an acknowledgment is desired. All material shall become the property of the Commonwealth, may be disposed of without notification, and shall be considered public information.

Electronic copies of the forms are available at the following Commonwealth's Web site:

[http://www.state.ma.us/cam/forms/fi\\_dselectboard.html](http://www.state.ma.us/cam/forms/fi_dselectboard.html)

### **CHAPTER 579**

In accordance with Chapter 579 of the Acts of 1980 all contracts for designer services for all capital facility projects entered into on or after January 1, 1982 shall conform to those provisions specified in this act. Some of the major changes mandated by this legislation include the following:

1. Lump sum design fees may be set by the Commissioner prior to DSB selections process, or negotiated after the DSB selection process. (See M.G.L. C.7, §38G). If designer's fee is negotiated, he must file a truth-in-negotiations certificate. (Revised to M.G.L. C.7, §38G per Chapter 189 of 1984).
2. There can be no change in consultants from those named on the DSB application unless approved by the Commissioner and reported to the DSB. The director may require a Consultant employed by the designer to obtain and maintain liability insurance.

#### **Section 38G**

- (a) In the selection of a designer when the fee for design services has been set by the commissioner prior to the selection process, the commissioner shall appoint a designer from among the list transmitted to him or her under section thirty-eight F. If the commissioner appoints any designer other than the one ranked first by the board, he or she shall file a written justification of the appointment with the board.
- (b) When the fee for design services is to be negotiated, the commissioner shall review the list transmitted by the board, and may exclude any designer from the list if a written explanation of the exclusion is filed with the board. The commissioner shall then appoint a designer based on successful fee negotiation. The commissioner or persons designated by him or her shall first negotiate with the first ranked designer remaining on the list. Should the commissioner be unable to negotiate a satisfactory fee with the first ranked designer within thirty days, negotiations shall be terminated and negotiations undertaken with the remaining designers, one at a time, in the order in which they were ranked by the board, until an agreement is reached. In no event may a fee be negotiated which is higher than a maximum fee set by the commissioner prior to selection of finalists. Should the commissioner be unable to negotiate a satisfactory fee with any designer initially selected as a finalist by the board, the board shall recommend additional finalists in accordance with the provisions of this chapter. The commissioner may require a finalists with whom a fee is being negotiated to submit a fee proposal and include with it such information as the commissioner requires to provide current cost and pricing data on the basis of which the designer's fee proposal may be evaluated.
- (c) All fees shall be stated in designer's contracts and in any subsequent amendment thereto as a total dollar amount. Contracts may provide for equitable adjustments in the event of changes in scope or services.

## **ELIGIBILITY REQUIREMENTS FOR ALL APPLICANTS TO THE DSB**

1. Submission of Master File Brochure Data or the DSB 2005 Master File Brochure in the format required, and at least annually, continuously update same.
2. Updating of the DSB 2005 Master File Brochure when there are significant principal or key personnel changes in a firm.
3. Receipt of applications from designers who are full time employees of another firm shall disqualify the applicant.
4. A person may not submit more than one application as a "prime" applicant on the same project. The applications of any such applicant shall be considered disqualified. This rule does not preclude a person applying as a "prime" applicant even though that applicant is also listed as a consultant on one or more other "prime" applications on the same project. For the purposes of this paragraph the term "person" means an individual, corporation, association, partnership or other legal entity.
5. Simultaneous receipt of applications from individuals or group of individuals who are associates or who are involved in an association or corporation filing for the same project shall disqualify the applicants.
6. Applicants agree to execute the DCAM Standard Contract for Final Design and Contract Administration Services (Revised 11/06, replaces the former DCAM Form C-2 Contract for Design Services) or the DCAM Standard Contract for Studies, Programs, Master Plans & Reports, DCAM Form C-3 if applicable.
7. Chapter 7, Section 38H(e) (iv) requires that on public design contracts where the total design fee is expected to exceed \$10,000 or for the design of a project for which the estimated construction cost is expected to exceed \$100,000 the designer shall:
  - a) File its latest CPA or PA audited financial statement with the Division of Capital Asset Management and Maintenance (DCAM), and continue to do so annually throughout the term of the contract;
  - b) Submit a statement from a CPA or PA that states that they have examined management's internal auditing controls, and expresses their opinion regarding those controls.
8. Every application or statement filed pursuant to this section shall be sworn to under penalties of perjury. A designer, programmer or construction manager who has been determined by the Board to have filed materially false information under this section shall be disqualified by the Board from further consideration for any project for such time as the Board determines is appropriate. **UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED BY THE BOARD.**

## **ADDITIONAL REQUIREMENTS FOR DESIGNERS PROVIDING PLANS & SPECIFICATIONS**

(a) Certification that the applicants' legal entity, if applying to perform design services other than preparation of studies, surveys, soil testing, cost estimates, programs, or construction management is a designer as defined. The definition of a design professional as listed in M.G.L. C.7, §38A½ follows:

*"Designer," an individual, corporation, partnership, sole proprietorship, joint stock company, joint venture, or other entity engaged in the practice of architecture, landscape architecture, or engineering, which satisfies the following:*

- (i) if an individual, the individual is a registered architect, landscape architect, or engineer; (registered in the Commonwealth of Mass.)*
- (ii) if a partnership, a majority of all the partners are persons who are registered architects, landscape architects, or engineers; (registered in the Commonwealth of Mass.)*
- (iii) if a corporation, sole proprietorship, joint stock company or other entity, the majority of directors or a majority of the stock ownership and the chief executive officer are persons who are registered architects, landscape architects or engineers, and the person to be in charge of the project is registered in the discipline required for the project.*

**[Note: This requires that the chief executive officer and a majority of the directors or a majority of the stock ownership be registered architects, landscape architects or engineers, and that the person to be in charge of the project be registered in the discipline required for the project. “Registered” means registered in the Commonwealth of Massachusetts.]**

*(iv) if a joint venture, each joint venturer satisfies the requirements of this section.*

(b) As a condition of application, each applicant agrees to carry, if selected for the new project, (other than a master plan, study, program, or construction management) professional liability insurance in the amount equal to 10% of the estimated construction cost of the project, in conformance with the provisions of Article 18 of the standard design contract, i.e. minimum coverage of \$250,000 and maximum coverage of \$1,000,000.

## **CRITERIA FOR SELECTION OF SEMI-FINALISTS AND FINALISTS**

### **IN CONFORMANCE WITH CHAPTER 7, SECTION 38F**

1. Prior similar experience best illustrating current qualifications for this project.
2. Identity and qualifications of the key persons and consultants who will work on this project.
3. Depth of the firm with respect to size and complexity of the project.
4. Past performance on public and private projects.
  - a. Quality, clarity, completeness and accuracy of contract documents and design contract.
  - b. Effectiveness of meeting established program requirements and function within allotted budget.
  - c. Accuracy of cost estimates including assessment of contractors’ requisitions for payment and change order proposals.
  - d. Management ability to meet schedules including submission of design and contract documents and processing of shop drawings, contractors’ requisitions and change orders.
  - e. Coordination and management of consultants.
  - f. Working relationship with contractors, subcontractors, Division of Capital Asset Management and Maintenance (DCAM) staff and agency representatives.
5. Financial stability - including prompt payment of consultant fees.
6. Current workload with DCAM and other public agencies.
7. Geographical location of the firm with respect to the proposed project.
8. Participation of MBEs and WBEs as prime consultants or subconsultants in a role consistent with the participation goals set forth for the project.
  - a. The Designer Selection Board adheres to Executive Order #390 as implemented by the Division of Capital Asset Management and Maintenance establishing goals for minority business enterprise (MBE) and women business enterprise (WBE) participation on all design contracts unless otherwise noted. (See attached pages 6-10)
  - b. The Minority Business Enterprise and Woman Business Enterprise participation goals established for each contract are set forth on the first page of the “Designer Selection Board Project Criteria” solicitation for that contract.

## PARTICIPATION BY MINORITY OWNED BUSINESSES AND WOMAN OWNED BUSINESSES

Pursuant to Executive Order 390, the Commissioner of the Division of Capital Asset Management and Maintenance (DCAM), as designee of the Secretary of Administration and Finance, has developed the following goals and procedures to encourage full participation by minority business enterprises (MBEs) and women businesses enterprises (WBEs) (collectively M/WBEs) on contracts for design services entered into by DCAM.

### GOALS

*Subject to the terms of this memorandum*, the following M/WBE participation goals shall apply to the total dollar value of all study and design contracts awarded for every DCAM project:

MBE participation goal: 8%

WBE participation goal: 4%

If the contracting design firm is an MBE or WBE, then M/WBE participation credit shall be given in an amount equal to the entire fee paid to the contracting firm. Please note: if the contracting design firm is itself an MBE or WBE, it will still need to obtain participation by another MBE or WBE to meet the goal that it cannot itself fulfill. If the contracting design firm is not itself an MBE or WBE, then M/WBE participation credit will be given for the value of any work under the contract that is actually performed by each MBE or WBE subcontractor or subconsultant (hereafter “subcontractors”) to the Designer. MBE participation may not be substituted for WBE participation, nor may WBE participation be substituted for MBE participation.

### MODIFICATION OF M/WBE PARTICIPATION GOALS FOR PARTICULAR PROJECTS

DCAM/User Agency reserves the right to reduce or waive the M/WBE participation goals stated above for a particular project prior to the receipt of applications to the Designer Selection Board upon its own initiative or upon the request of any applicant if DCAM determines that it is not feasible for a non-M/WBE design firm to meet the M/WBE goals established for the project based upon any or all of the following: (i) actual M/WBE availability, (ii) the geographic location of the project to the extent related to M/WBE availability, (iii) the contractual scope of work, (iv) the percentage of work available for subcontracting to M/WBEs, or (v) other relevant factors as determined by DCAM.

The M/WBE participation goals established for each project are set forth in the Designer Selection Board Project Criteria published for that project.

After a project is advertised, requests from prospective applicants to reduce or waive the M/WBE participation goals for that project, with all supporting documentation, must be submitted with the application, with a copy to DCAM’s Compliance Office, One Ashburton Place, 15<sup>th</sup> Floor, Boston, MA 02108. Except as provided below, DCAM will not consider any request to reduce or waive the M/WBE participation goals for a project if the request is received after this deadline.

## DETERMINATION OF M/WBE STATUS

A minority owned business shall be considered an MBE only if it has been certified as a minority owned business by the State Office of Minority and Women Business Assistance ("SOMWBA"). A woman owned business shall be considered a WBE only if it has been certified as a woman owned business by SOMWBA.

Certification as a disadvantaged business enterprise ("DBE"), certification as an M/WBE by any agency other than SOMWBA, or submission of an application to SOMWBA for certification as an M/WBE shall not confer M/WBE status on a firm.

Minority owned businesses and woman owned businesses are strongly encouraged to submit applications for certification as M/WBEs to SOMWBA. Information is available from SOMWBA, Ten Park Plaza, Room 3740, Boston, MA 02116 (617) 973-8692, and on the Internet at <<http://www.state.ma.us/somwba>>.

## IDENTIFICATION OF M/WBE PARTICIPANTS BY THE SELECTED DESIGNER

**The current SOMWBA Certification Letters showing that the MBE/WBE is certified in the area of work for which it is listed on the application must be submitted for each and every MBE and WBE firm listed on the application, and must be submitted with the application.**

Not later than five (5) working days after the Designer receives notice of selection for the advertised project, (A-5 Letter), the Designer shall submit to DCAM's Compliance Office (i) a Letter of Intent for each of the M/WBEs that will perform work under the contract, and (ii) a Schedule of M/WBE Participation. The form of Letter of Intent and Schedule of M/WBE Participation are included in this application package.

Within five (5) working days after receipt of the Letters of Intent, DCAM's Compliance Office shall review and either approve or disapprove the Designer's submissions. Without limitation, DCAM reserves the right to reject the Letter of Intent of any M/WBE that is to perform work in a category that is not listed in its SOMWBA certification, or if the price to be paid for the M/WBE Work as stated in the Letter of Intent does not bear a reasonable relationship to the value of such work as reasonably determined by DCAM. If the Designer has not submitted an appropriate Schedule of M/WBE Participation and appropriate Letters of Intent and SOMWBA certification letters establishing that the M/WBE participation goal for the project will be met, the Designer may be considered ineligible for award of the contract and DCAM may award the contract to the second ranked Designer, subject to that Designer's compliance with these conditions.

DCAM reserves the right to reduce or waive the M/WBE participation goals for a project after selection of the designer and before execution of the contract, provided that no such reduction or waiver shall be granted except under the following circumstances: the selected Designer must establish and document that it has been unable to obtain commitments from M/WBE subcontractors sufficient to meet the M/WBE goals for the project after having made a diligent, good faith effort to do so; all such documentation must accompany the Designer's request to reduce or waive the M/WBE participation goal and shall include, at a minimum, the following:

- A list of all items of work under the contract that the Designer made available for subcontracting to W/MBEs. The Designer shall identify all items of work that the Designer did not make so available and shall state the reasons for not making such work available for subcontracting to W/MBEs. The Designer shall also demonstrate that, where commercially reasonable, subcontracts were divided into units capable of being performed by M/WBEs.
- Evidence that the Designer sent written notices soliciting proposals to perform the items of work made available by the Designer for subcontracting to W/MBEs to all W/MBEs qualified to perform such work. The Designer shall identify (i) each W/MBE solicited, and (ii) each W/MBE listed in the SOMWBA directory under the applicable trade category who was not solicited and the reasons therefor. The Designer shall also state the dates notices were mailed and provide a copy of the written notice(s) sent.
- Evidence that the Designer made reasonable efforts to follow up the written notices sent to M/WBEs with telephone calls or personal visits in order to determine with certainty whether the M/WBEs were interested in performing the work. Phone logs or other documentation must be submitted.

- A statement of the response received from each M/WBE solicited, including the reason for rejecting any M/WBE who submitted a proposal.
- Evidence of efforts made to assist M/WBEs that need assistance in obtaining bonding, insurance, or lines of credit with suppliers if the inability of M/WBEs to obtain bonding, insurance, or lines of credit is a reason given for the Designer's inability to meet the M/WBE goals.
- The Designer also shall submit any other information reasonably requested by DCAM to show that the Designer has taken all actions which could be reasonably expected to achieve the M/WBE participation goals.

The Designer may submit any other information supporting its request for a waiver or reduction in the M/WBE participation goals, such as evidence that the Designer placed advertisements in appropriate media and trade association publications announcing the Designer's interest in obtaining proposals from M/WBEs, and/or sent written notification to M/WBE economic development assistance agencies, trade groups and other organizations notifying them of the project and the work to be subcontracted by the Designer to M/WBEs.

Requests by a selected Designer to reduce or waive the M/WBE participation goals for a particular project based upon the Designer's inability to obtain commitments from M/WBE subcontractors sufficient to meet the M/WBE goals after having made a diligent, good faith effort to do so must be received by DCAM not later than five (5) business days after receipt by the Designer of the notice of selection (A-5 Letter).

The Designer's compliance with these procedures and goals is a prerequisite for award of the contract, provided that DCAM reserves the right to waive minor defects in documents and extend time limits in its sole discretion.

**SCHEDULE FOR PARTICIPATION**  
**BY MINORITY/WOMEN BUSINESS ENTERPRISES**  
**DIVISION OF CAPITAL ASSET MANAGEMENT**

DCAM Project Number \_\_\_\_\_ Project Location \_\_\_\_\_

Project Name \_\_\_\_\_

This form must be submitted by the Designer within five (5) working days after the Designer receives notice of selection (A-5 Letter). A Letter of Intent and SOMWBA certification letter for each M/WBE must be submitted with this Schedule of M/WBE participation.

**BIDDER CERTIFICATION:**

The undersigned Design firm agrees that it will subcontract with the following listed firms for the work described and for the dollar amounts listed below. For purposes of this commitment, the MBE and WBE designation means that a business has been certified by SOMWBA as either a MBE, WBE or M/WBE. The Designer must indicate the MBE/WBE firms it intends to utilize on the project as follows (attach additional sheets if necessary):

Company Name & Address	MBE or WBE	Describe MBE/WBE Scopes of Work	Total Dollar Value of Participation
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

MBE Goal: \$ \_\_\_\_\_

Total Dollar Value of MBE Commitment: \$ \_\_\_\_\_

WBE Goal: \$ \_\_\_\_\_

Total Dollar Value of WBE Commitment: \$ \_\_\_\_\_

The undersigned hereby certifies that he/she has read the terms and conditions of the contract with regard to MBE/WBE participation and is authorized to bind the Designer to the commitment set forth above.

Name of Designer \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Business Address \_\_\_\_\_

Print Name \_\_\_\_\_

\_\_\_\_\_

Title \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Date \_\_\_\_\_

Design Schedule for Participation – Revised 02/05/02

(To be completed by MBE/WBE, and submitted to the Compliance Office by the Designer within five (5) working days after the Designer receives notice of selection (A-5 Letter).

Name of Designer

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**THIS OFFICIAL FORM MAY NOT BE ALTERED**  
**POLICY ON EMPLOYMENT OF STUDY CONSULTANTS FOR SUBSEQUENT DESIGN PROJECTS**

**Amended by the Designer Selection Board on December 15, 2000**

1. The Commissioner may appoint a designer to perform continued or extended services if the following conditions are met:
  - (i) *a written statement is filed with the Board explaining the reasons for the continuation or extension of services;*
  - (ii) *the program for the design services is filed with the Board if one is required by the regulations of the division; and*
  - (iii) *the Board approves the appointment of the designer for continued or extended services and states the reasons therefor.*
2. When the Board has required that applicants list consultants which the applicants may employ, in no event shall a consultant be used who is debarred pursuant to Section forty-four C of Chapter one hundred and forty-nine as amended, and any change or addition to the consultants named in the application and allowed by the Board upon appointment must be approved by the Deputy Commissioner and reported to the Board, along with a written statement by the designer or construction manager of the reasons for the change.

## **GENERAL INSTRUCTIONS FOR FILING APPLICATIONS**

1. As of 04/05, the application forms required for submissions to the Designer Selection Board have been updated. The new forms are as follows: DSB Mater File Brochure is replaced by the DSB 2005 Master File Brochure (included herein); DSB Application is replaced by the DSB 2005 Application Form (included herein). All specific project applications must be submitted on the new DSB 2005 Application forms. Submissions that are on the old Form 2000 will not be accepted.
2. An electronic copy of the new DSB 2005 Master File Brochure and the new DSB 2005 Application Form in Microsoft Word for Windows 97 is available for download from the Web site address: [http://www.state.ma.us/cam/forms/fi\\_dselectboard.html](http://www.state.ma.us/cam/forms/fi_dselectboard.html).
3. Applications should be limited to the application plus a maximum of **3 supplementary pages** (double sided) unless otherwise noted. Information in excess of three pages, unless otherwise noted in the Public Notice Advertisement, may be the basis of rejection. Computer generated forms are allowed provided they do not substantially deviate from the DSB format. **Submit 16 copies. Please duplicate forms double-sided, if possible, to minimize paper waste.**
4. No cover letters, binders and superfluous material. **Please staple upper right corner, landscape.**
5. DSB recommends that the principal who would be in charge of the project make sure that the form is complete including appropriate signature. Unsigned applications will not be considered.
6. When citing work performed by the applicant while employed by another firm, make certain said firm is properly identified including the individual's level of responsibility.
7. By including a firm as a sub-consultant the applicant certifies that the listed firm has been advised that it was being included in the applicants team and it has agreed to work on this Project should the team be selected. It is a requirement that all applicants supply a signed DSB SC-A's (Sub-Consultant Acknowledgement). There can be no change in consultants from those named unless approved by DCAM and reported to the Designer Selection Board (C.7, §38H(a)). It is a requirement that all applicants supply the signed document, attached to the application, by the listed sub-consultants stating that they are aware and agree to being nominated by said applicant. Failure to supply above documents may result in rejection of application.
8. DCAM contracts require that the Prime and Sub-Consultant personnel must be registered by the Commonwealth of Massachusetts in their respective disciplines and therefore, when applicable, the DSB looks for registration in the disciplines listed in order to satisfy DCAM contract requirements.
9. Eligibility requirements are set forth on page 5 of this Public Notice in item 8(a). Sub-paragraph (iii) of item 8(a) requires: 1) the majority of directors or a majority of the stock ownership to be persons who are Mass. registered architects, landscape architects or engineers; 2) the chief executive officer to be a person who is so registered; and 3) the person to be in charge of the project to be so registered in the discipline required for the project.
10. When the Prime applicant is to fulfill any of the requested consultant roles in the advertisement, then that role shall be defined in the organization chart as the applicant. It should also be referenced in Section 7 (resume) and Section 8 (experience) such that it proves the applicant is skilled in supplying these roles on the project.
11. Current SOMWBA Certification Letters showing that the MBE/WBE is certified in the area of work for which it is listed on the application must be submitted for each and every MBE and WBE firm listed on the application, and must be submitted with the application.
12. Applicants are advised to apply only for those projects for which they are demonstrably qualified, as it reflects negatively on the applicant's credibility if the firm applies for every job advertised when only marginally qualified.
13. Applications should be mailed to the Designer Selection Board, One Ashburton Place, Room 1004, Boston, MA 02108.
14. The Board relies almost exclusively on the information submitted on the applications to arrive at a short list of semi-finalists. Therefore, do not include statements that refer to the Master File Brochure for additional information. The Master File Brochures are usually considered upon request of a DSB member when additional supplementary information is needed.
15. Joint ventures are not encouraged. However, they may be advantageous for complex building types in which the participants have a combination of unique skills with a previous successful record of working together.
16. Current workload with DCAM, other public agencies and the private sector are taken into consideration, however, usually only after the DSB has narrowed down the original applicants to a short list of qualified semi-finalists. The Board fosters effective broad-based participation in public work within the design professions.

**NOTE** **CMR 810 Publication/Instructions for Designers** (Form 9) was replaced by Designers Procedures Manual available on the Web site: [www.mass.gov/forms/fi\\_designerprocman.html](http://www.mass.gov/forms/fi_designerprocman.html).

**Commonwealth of  
Massachusetts  
DSB 2005  
Master File  
Brochure**

1. Firm Name (or if not an entity, individual's name), and Business Address   Telephone No.: _____ 1a. Submittal is for _____ Parent Company _____ Branch or Subsidiary Office 1b. Mass Vendor ID#: _____		2. Year Present Firm Established: _____		3. Date Prepared: _____																																																																		
		4. Specify type of ownership and check 1, 2 or 3 below, if applicable.																																																																				
		<input type="checkbox"/>	(1) SOMWBA Certified minority business enterprise (MBE)																																																																			
		<input type="checkbox"/>	(2) SOMWBA Certified woman business enterprise (WBE)																																																																			
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5. Name of Parent company, if any:			5a. Former Company Name(s), if any, and Year(s) Established:																																																																			
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10. Summary of Professional Services Fees Received: (insert Index number)						Ranges of Professional Services Fees INDEX			
Last 5 Years (most recent year first)									
2005						1.	Less than \$100,000	5.	\$1 million to \$2 million
2004						2.	\$100,000 to \$250,000	6.	\$2 million to \$5 million
2003						3.	\$250,000 to \$500,000	7.	\$5 million to \$10 million
2002						4.	\$500,000 to \$1 million	8.	\$10 million or greater
2001									
Federal Work									
Commonwealth of Massachusetts work									
All other domestic and foreign work									
Experience Profile Code Numbers for use with questions 11, 12 and 13									
001	Acoustics; Noise Abatement	037	Fisheries; Fish Ladders	065	Microclimatology; Tropical Engineering	100	Special Environments; Clean Rooms, Etc.		
002	Aerial Photogrammetry	038	Forestry & Forest Products	066	Military Design Standards	101	Structural Design; Special Structures		
003	Agricultural Development; Grain Storage; Farm Mechanization	039	Garages; Vehicle Maintenance Facilities; Parking Decks	067	Mining and Mineralogy	102	Surveying; Platting; Mapping; Flood Plain Studies		
004	Air Pollution Control	040	Gas Systems ( <i>Propane; Natural, Etc.</i> )	068	Missile Facilities ( <i>Silos; Fuels; Transport</i> )	103	Swimming Pools		
005	Airports; Navajds; Airport Lighting; Aircraft Fueling	041	Graphic Design	069	Modular Systems Design; Pre-fabricated	104	Storm Water Handling & Facilities		
006	Airports; Terminals & Hangars; Freight Handling	042	Harbors; Jetties, Piers, Ship Terminal Facilities	070	Naval Architecture; Off-Shore Platforms	105	Telephone <i>Systems (Rural; Mobile Intercom, ; Etc.)</i>		
007	Arctic Facilities	043	Structures or Components	071	Nuclear Facilities; Nuclear Shielding	106	Testing & Inspection Services		
008	Auditoriums & Theaters	044	Heating, Ventilating, Air Conditioning	072	Office Buildings; Industrial Parks	107	Traffic & Transportation Engineering		
009	Automation; Controls; Instrumentation	045	Health Systems Planning	073	Oceanographic Engineering	108	Towers (Self-Supporting & Guyed Systems)		
010	Barracks; Dormitories	046	Highrise; Air-Rights-Type Buildings	074	Ordnance; Munitions; Special Weapons	109	Tunnels & Subways		
011	Bridges	047	Highways; Streets; Airfield Paving; Parking Lots	075	Petroleum Exploration; Refining	110	Urban Renewals; Community Development		
012	Cemeteries	048	Historical Preservation	076	petroleum and Fuel ( <i>Storage and Distribution</i> )	111	Utilities ( <i>Gas &amp; Steam</i> )		
013	Chemical Processing & Storage	048A	Hospital and Medical Facilities	077	Pipelines ( <i>Cross-Country - Liquid &amp; Gas</i> )	112	Value Analysis; Life-Cycle Costing		
014	Churches; Chapels	048B	Medical Facilities - Mental Health	078	Planning ( <i>Community, Regional</i> )	113	Warehouses & Depots		
015	Codes; Standards; Ordinances	048C	Medical Facilities - Acute Care	079	Planning ( <i>Site, Installation, and Project</i> )	114	Water Resources; Hydrology; Ground Water		
016	Cold Storage; Refrigeration; Fast Freeze	049	Medical Facilities - Ambulatory Care, Clinics	080	Plumbing and Piping Design	115	Water Supply; Treatment and Distribution		
017	Commercial Building ( <i>low rise</i> ); Shopping Centers	050	Hotels, Motels	081	Pneumatic Structures, Air-Support Buildings	116	Wind Tunnels; Research/Testing Facilities		
018	Communication Systems; TV; Microwave	050A	Housing (Residential, Multi-Family; Apartments; Condominiums)	082	Postal Facilities	117	Design		
019	Computer Facilities; Computer Service	050B	Housing - Residential Mental Health	083	Power Generation, Transmission, Distribution	201	Zoning; Land Use Studies		
020	Conservation and Resource Management	050C	Housing - Resid. Mental Ret. /Group Home	084	Prisons & Correctional Facilities	202			
021	Construction Management	050D	Housing - Elderly	084A	Correctional Facilities - Minimum Security	203			
022	Corrosion Control; Cathodic Protection; Electrolysis	051	Housing - Assisted Living	084B	Correctional Facilities - Medium Security	204			
023	Cost Estimating	052	Hydraulics and Pneumatics	084C	Correctional Facilities - Maximum Security	205			
024	Dams ( <i>Concrete; Arch</i> )	053	Industrial Buildings; Manufacturing Plants	084D	Correctional Facilities - Youth Detention				
025	Dams ( <i>Earth; Rock</i> ); Dikes; Levees	054	Industrial Processes; Quality Control	084E	Public Safety Facilities - Police/Fire Stations				
026	Desalination ( <i>Process &amp; Facilities</i> )	055	Industrial Waste Treatment	084F	Public Safety Facilities - Training				
027	Dining Halls; Clubs; Restaurants	056	Interior Design; Space Planning	085	Product, Machine & Equipment Design				
028	Ecological & Archeological Investigations	057	Facilities Management	086	Radar; Sonar; Radio & Radar Telescopes				
029	Educational Facilities; Classrooms	058	Irrigation; Drainage	088	Recreation Facilities ( <i>Parks, Marinas, Etc.</i> )				
029A	Educational Facilities; Higher Ed	058A	Judicial and Courtroom Facilities	088A	Recreation Facilities - Ice Rinks				
029B	Educational Facilities; Secondary Ed	058B	Laboratories; Medical Research Facilities	088B	Recreation Facilities - Senior/Community Centers				
029C	Educational Facilities; Elementary Ed	058C	Laboratories; Commercial	088C	Park Support Facilities ( <i>Bath House; Visitor Center</i> )				
029D	Educational Facilities; Child Day Care	058D	Laboratories; Higher Ed Research Sciences	089	Rehabilitation ( <i>Buildings; Structures; Facilities</i> )				
030	Electronics	059	Laboratories; Heavy Equipment	090	Resource Recovery; Recycling				
031	Elevators; Escalators; People Movers	060	Laboratories; Pathology, Medical Examiner	091	Radio Frequency Systems & Shieldings				
032	Energy Conservation; New Energy Sources	061	Laboratories; Crime Investigation	092	Rivers; Canals; Waterways; Flood Control				
032A	Sustainable Design	062	Landscape Architecture	093	Safety Engineering; Accident Studies, OSHA Studies				
033	Environmental Impact Studies, Assessments or Statements	063	Libraries; Museums; Galleries	094	Security Systems; Intruder & Smoke Detection				
034	Fallout Shelters; Blast-Resistant Design	064	Lighting (Interiors; Display; Theatre, Etc.)	095	Seismic Designs and Studies				
035	Field Houses; Gyms; Stadiums		Lighting ( <i>Exteriors</i> )	096	Sewage Collection, Treatment and Disposal				
036	Fire Protection		Materials Handling Systems; Conveyors; Sorters	097	Soils & Geologic Studies; Foundations				
			Metallurgy	098	Solar Energy Utilization				
				099	Solid Wastes; Incineration; Land Fill				
				099A	Hazardous materials Abatement				

11. Profile of Firm's Project Experience, Last 5 Years								
Profile Code	No. of Projects	Total Gross Fees (in thousands)	Profile Code	No. of Projects	Total Gross Fees (in thousands)	Profile Code	No. of Projects	Total Gross Fees (in thousands)
1.			11.			21.		
2.			12.			22.		
3.			13.			23.		
4.			14.			24.		
5.			15.			25.		
6.			16.			26.		
7.			17.			27.		
8.			18.			28.		
9.			19.			29.		
10.			20.			30.		

12. List all current Projects (except for work for the Commonwealth) for which Prime Applicant is performing or is under contract to perform any design services (add/subtract rows as needed).						
Profile Code	Role P, C, JV *	Phases St., Sch., D.D., C.D.,A.C. *	Project Name, Location & Principal-in-Charge	Owner Name & Address (Include Contact name and phone number)	Project Cost (in thousands)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
			1.			
			2.			
			3.			
			4.			
			5.			
			6.			
			7.			

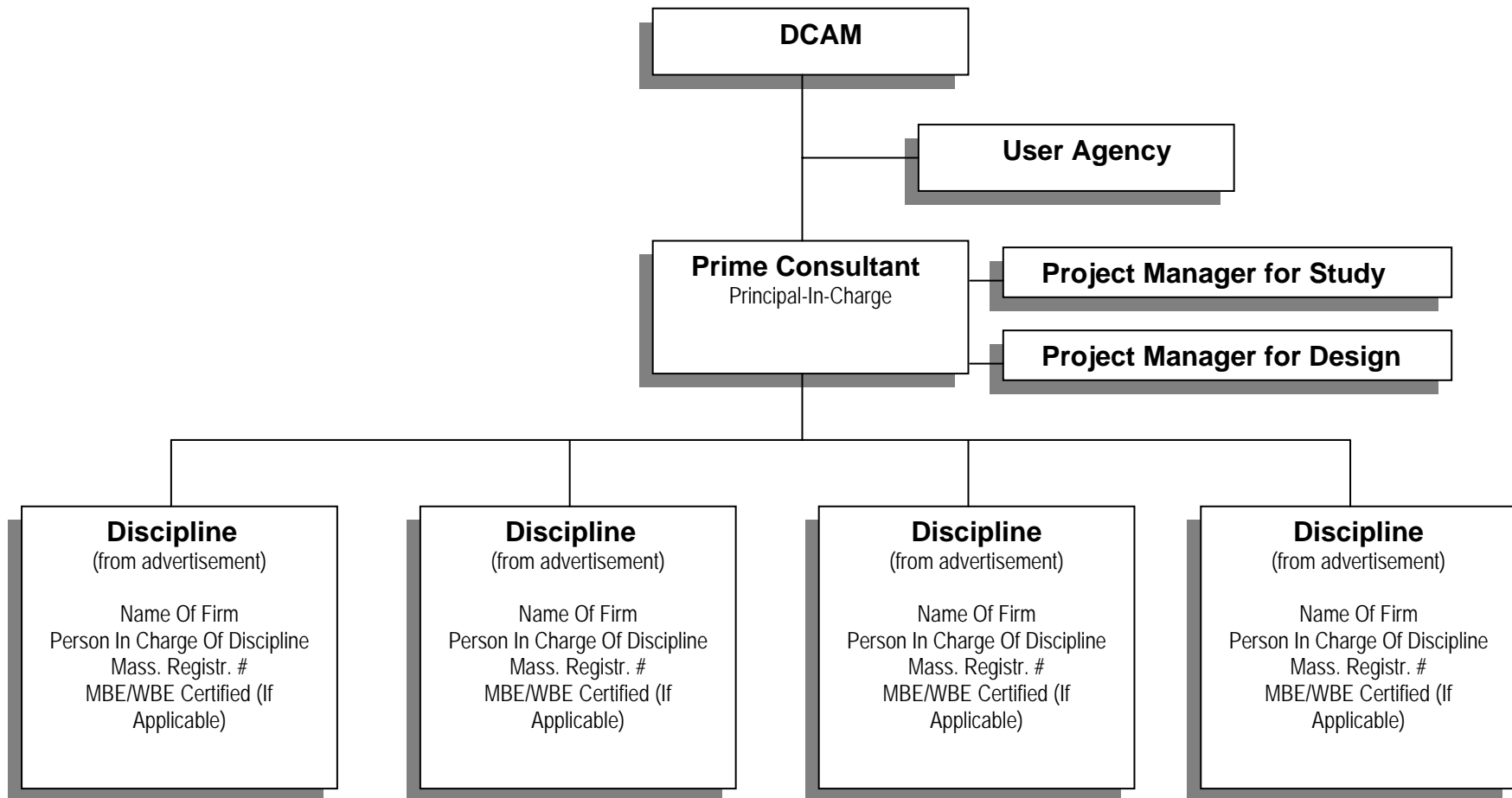
			8.			
			9.			
			10.			
			11.			
			12.			
			13.			
			14.			
			15.			
			16.			
			17.			
			18.			
			19.			

13. List all Projects completed within the past 5 years for which Prime Applicant has performed, or has entered into a contract to perform any design services for all public agencies within the Commonwealth (add/subtract rows as needed).						
Profile Code	Role P, C, JV	Phases St., Sch., D.D., C.D.,A.C.	Project Name, Location & Principal-in-Charge	Owner Name & Address (Include Contact name and phone number)	Project Cost (in thousands)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
			1.			
			2.			
			3.			
			4.			
			5.			
			6.			
			7.			
			8.			
14. Professional Liability Insurance:						
Professional Liability Policy Certificate Number			Present Policy Expiration Date		Aggregate Amount Payable	
15. I certify that all information is submitted under the penalties of perjury and that I am familiar with the Mass. State Building Code and also Mass. General Laws, Chapter 149, Section 44A-44H, Section 44M, and Chapter 30, Section 39M. I also certify that the undersigned is an Authorized Signatory of the Firm and is a Principal or Officer of the Firm.						
Submitted by (Signature) _____ Printed Name and Title _____ Date _____						

\* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

<b>Commonwealth of Massachusetts DSB 2005 Application Form</b>	1. Project Name/Location for Which Firm is Filing:		2a. DSB #                      Item #																																																																	
			2b. Mass. State Project #																																																																	
3a. Firm (Or Joint-Venture) - Name And Address Of Primary Office To Perform The Work:		3e. Name Of Proposed Project Manager: For Study:        (if applicable) For Design:      (if applicable)																																																																		
3b. Date Present And Predecessor Firms Were Established:		3f. Name And Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:																																																																		
3c. Federal ID #:		3g. Name And Address Of Parent Company, If Any:																																																																		
3d. Name And Title Of Principal-In-Charge Of The Project (MA Registration Required):     Email Address: Telephone No:                      Fax No.:																																																																				
3h. Check Below If Your Firm Is Either: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>(1) SOMWBA Certified Minority Business Enterprise (MBE)</span> <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>(2) SOMWBA Certified Woman Business Enterprise (WBE)</span> <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>(3) SOMWBA Certified Minority Woman Business Enterprise (M/WBE)</span> <input type="checkbox"/> </div>																																																																				
4. Personnel From Prime Firm Included In Question #3a Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline And, Within Brackets, The Total Number Holding Massachusetts Registrations): <table style="width: 100%; margin-top: 10px;"> <tr> <td>Admin. Personnel</td><td>_____ ( _____ )</td> <td>Ecologists</td><td>_____ ( _____ )</td> <td>Licensed Site Profs.</td><td>_____ ( _____ )</td> <td>Other</td><td>_____ ( _____ )</td> </tr> <tr> <td>Architects</td><td>_____ ( _____ )</td> <td>Electrical Engrs.</td><td>_____ ( _____ )</td> <td>Mechanical Engrs.</td><td>_____ ( _____ )</td> <td></td><td>_____ ( _____ )</td> </tr> <tr> <td>Acoustical Engrs.</td><td>_____ ( _____ )</td> <td>Environmental Engrs.</td><td>_____ ( _____ )</td> <td>Planners: Urban./Reg.</td><td>_____ ( _____ )</td> <td></td><td>_____ ( _____ )</td> </tr> <tr> <td>Civil Engrs.</td><td>_____ ( _____ )</td> <td>Fire Protection Engrs.</td><td>_____ ( _____ )</td> <td>Specification Writers</td><td>_____ ( _____ )</td> <td></td><td>_____ ( _____ )</td> </tr> <tr> <td>Code Specialists</td><td>_____ ( _____ )</td> <td>Geotech. Engrs.</td><td>_____ ( _____ )</td> <td>Structural Engrs.</td><td>_____ ( _____ )</td> <td></td><td>_____ ( _____ )</td> </tr> <tr> <td>Construction Inspectors</td><td>_____ ( _____ )</td> <td>Industrial Hygienists</td><td>_____ ( _____ )</td> <td>Surveyors</td><td>_____ ( _____ )</td> <td></td><td>_____ ( _____ )</td> </tr> <tr> <td>Cost Estimators</td><td>_____ ( _____ )</td> <td>Interior Designers</td><td>_____ ( _____ )</td> <td></td><td>_____ ( _____ )</td> <td></td><td>_____ ( _____ )</td> </tr> <tr> <td>Drafters</td><td>_____ ( _____ )</td> <td>Landscape Architects</td><td>_____ ( _____ )</td> <td></td><td>_____ ( _____ )</td> <td>Total</td><td>_____ ( _____ )</td> </tr> </table>					Admin. Personnel	_____ ( _____ )	Ecologists	_____ ( _____ )	Licensed Site Profs.	_____ ( _____ )	Other	_____ ( _____ )	Architects	_____ ( _____ )	Electrical Engrs.	_____ ( _____ )	Mechanical Engrs.	_____ ( _____ )		_____ ( _____ )	Acoustical Engrs.	_____ ( _____ )	Environmental Engrs.	_____ ( _____ )	Planners: Urban./Reg.	_____ ( _____ )		_____ ( _____ )	Civil Engrs.	_____ ( _____ )	Fire Protection Engrs.	_____ ( _____ )	Specification Writers	_____ ( _____ )		_____ ( _____ )	Code Specialists	_____ ( _____ )	Geotech. Engrs.	_____ ( _____ )	Structural Engrs.	_____ ( _____ )		_____ ( _____ )	Construction Inspectors	_____ ( _____ )	Industrial Hygienists	_____ ( _____ )	Surveyors	_____ ( _____ )		_____ ( _____ )	Cost Estimators	_____ ( _____ )	Interior Designers	_____ ( _____ )		_____ ( _____ )		_____ ( _____ )	Drafters	_____ ( _____ )	Landscape Architects	_____ ( _____ )		_____ ( _____ )	Total	_____ ( _____ )
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5. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No																																																																				

6. List **ONLY** Those Prime And Sub-Consultant Personnel Specifically Requested In The Advertisement. This Information Should Be Presented Below In The Form Of An Organizational Chart. Include Name Of Firm And Name Of The One Person In Charge Of The Discipline, With Mass. Registration Number, As Well As MBE/WBE Status, If Applicable:



<p>7. Brief Resume Of <b>ONLY</b> Those Prime Applicant And Sub-Consultant Personnel Requested In The Advertisement. Confine Responses To The Space Provided On The Form And Limit Resumes To <b>ONE</b> Person Per Discipline Requested In The Advertisement. Resumes Should Be Consistent With The Persons Listed On The Organizational Chart In Question # 6. Additional Sheets Should Be Provided Only As Required For The Number Of Key Personnel Requested In The Advertisement And They Must Be In The Format Provided. By Including A Firm As A Sub-Consultant, The Prime Applicant Certifies That The Listed Firm Has Agreed To Work On This Project, Should The Team Be Selected.</p>	
a. Name And Title Within Firm:	a. Name And Title Within Firm:
b. Project Assignment:	b. Project Assignment:
c. Name And Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;"> MBE <input type="checkbox"/>  WBE <input type="checkbox"/> </div>	c. Name And Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;"> MBE <input type="checkbox"/>  WBE <input type="checkbox"/> </div>
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	f. Active Registration: Year First Registered/Discipline/Mass Registration Number:
g. Current Work Assignments And Availability For This Project:	g. Current Work Assignments And Availability For This Project
h. Other Experience And Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	h. Other Experience And Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed , If Not Current Firm):

8a. Current And Relevant Work By Prime Applicant Or Joint-Venture Members. Include <b><u>ONLY</u></b> Work Which Best Illustrates Current Qualifications In The Areas Listed In The DSB Advertisement (List Up To But Not More Than 5 Projects).					
a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	c. Client's Name, Address And Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs(Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was Responsible.
(1)					
(2)					
(3)					
(4)					
(5)					

8b. List Current And Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement And They Must Be In The Format Provided.					
Sub-Consultant Name:					
a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	c. Client's Name, Address And Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

9. List All Projects Within The Past 5 Years For Which Prime Applicant Has Performed, Or Has Entered Into A Contract To Perform, Any Design Services For All Public Agencies Within The Commonwealth.					
Role P, C, JV *	Phases St., Sch., D.D., C.D., A.C. *	Project Name, Location And Principal-In-Charge:	Awarding Authority (Include Contact Name And Phone Number)	Construction Costs (Actual, Or Estimated If Not Completed)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
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		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
		10.			
		11.			
		12.			

\* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch. = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

10.	Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 ½" X 11" Supplementary Sheets Will Be Accepted. <b><u>APPLICANTS ARE REQUIRED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.</u></b>																																
11.	Professional Liability Insurance:  <table style="width: 100%; border: none;"> <tr> <td style="width: 30%; text-align: center;">Name of Company</td> <td style="width: 30%; text-align: center;">Aggregate Amount</td> <td style="width: 30%; text-align: center;">Policy Number</td> <td style="width: 10%; text-align: center;">Expiration Date</td> </tr> </table>	Name of Company	Aggregate Amount	Policy Number	Expiration Date																												
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12.	Provide A List Of All Projects On Which Monies Were Paid By You, Or On Your Behalf, As A Result Of Professional Liability Claims Occurring Within The Last 5 Years And In Excess Of \$50,000 Per Incident. Please Include Project, Client Names And Explanation. (Attach Separate Sheet If Necessary):																																
13.	Name Of Sole Proprietor Or Names Of All Firm Partners And Officers: <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Name</td> <td style="width: 15%;">Title</td> <td style="width: 15%;">MA Reg #</td> <td style="width: 15%;">Status/Discipline</td> <td style="width: 15%;">Name</td> <td style="width: 15%;">Title</td> <td style="width: 15%;">MA Reg #</td> <td style="width: 15%;">Status/Discipline</td> </tr> <tr> <td>a.</td> <td></td> <td></td> <td></td> <td>d.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>b.</td> <td></td> <td></td> <td></td> <td>e.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>c.</td> <td></td> <td></td> <td></td> <td>f.</td> <td></td> <td></td> <td></td> </tr> </table>	Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline	a.				d.				b.				e.				c.				f.			
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b.				e.																													
c.				f.																													
16.	I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 7, Section 38A1/2 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Submitted By (Signature) _____</td> <td style="width: 50%;">Printed Name And Title _____ Date _____</td> </tr> </table>	Submitted By (Signature) _____	Printed Name And Title _____ Date _____																														
Submitted By (Signature) _____	Printed Name And Title _____ Date _____																																

**The following forms MUST be attached to the application: 1. SOMWBA Certification required for MBE/WBE Firms; 2. Sub-Consultant Acknowledgment.**

DSB 2005 S-CA	Commonwealth of Massachusetts Designer Selection Board 2005 SUB-CONSULTANT ACKNOWLEDGMENT
------------------	--

Project: \_\_\_\_\_

Applicant Designer: \_\_\_\_\_

Sub-consultant: \_\_\_\_\_

### **SUB-CONSULTANT ACKNOWLEDGMENT**

The sub-consultant named above hereby certifies that it has been notified by the Applicant Designer that it has been nominated to perform work on the Applicant Designer's team for the above Project, which is under consideration at the Designer Selection Board.

\_\_\_\_\_  
Signature of Sub-Consultant Duly Authorized Representative

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

**It is a requirement that all applicants supply this document signed, attached to the application, for each of the listed sub-consultants stating that they are aware and agree to being nominated by said applicant designer. One copy must have an original signature.**

**COMMONWEALTH OF MASSACHUSETTS  
DESIGNER SELECTION BOARD PROJECT CRITERIA**

**DSB LIST #** 08-12 **ITEM #** 1 **DSB PUBLIC NOTICE DATE** July 16, 2008

**LAST DATE FOR FILING APPLICATION IS:** August 6, 2008 at 2:00 PM

**The Board recommends applications to be submitted by any of the following firms:**

( <input checked="" type="checkbox"/> )	Architect	( )	Engineer
( <input checked="" type="checkbox"/> )	Architect/Engineer (A/E)	( )	Other:

**PROJECT NUMBER:** **WOR0801 ST1**

**PROJECT TITLE:** **Athletic/Health Science Improvements**

**PROJECT LOCATION:** **Worcester State College**

**AWARDING AGENCY:** **DCAM**

**APPROPRIATION SOURCE:** **College Funds (for study only)**

**AVAILABLE AMOUNT:** **\$400,000 (for study only)**

**ESTIMATED CONSTRUCTION COST:** **\$18,000,000/ TBD by study**

**TOTAL FEE**, excluding reimbursables or any authorized per diem payments, based on scope of work and services authorized if project is completed.

( <input checked="" type="checkbox"/> )	Lump Sum Established Set Fee for Study Phase Per M.G.L. C.7, §38G(a)	<u>250,000</u>	dollars
( <input checked="" type="checkbox"/> )	Lump Sum Established Set Fee for Final Design Phase Per M.G.L. C.7, §38G(a), based on the approved estimated construction cost in the certified study.	<u>7.2</u>	per cent

**IMMEDIATE SERVICES AUTHORIZED:**

( ☒ ) CERTIFIABLE BUILDING STUDY

As per M.G.L. C.7, §38I, the selected designer may be appointed by the DCAM Commissioner for continued services as noted below subject to approval by the Designer Selection Board:

( ☒ ) SCHEMATIC PLANS AND OUTLINE SPECIFICATIONS  
( ☒ ) DESIGN DEVELOPMENT PLANS AND SPECIFICATIONS  
( ☒ ) CONSTRUCTION PLANS AND SPECIFICATIONS  
( ☒ ) ADMINISTRATION OF CONSTRUCTION CONTRACT  
( ) OTHER:

**MBE/WBE PARTICIPATION:**

In accordance with Executive Order #390, DCAM has established minimum goals of 8% MBE participation and 4% WBE participation for the combined value of the study and final design contracts for this project. MBE/WBE goals must be met within the list of requested prime and sub-consultants. All applicants must indicate how they will meet these goals and will be evaluated on that basis. Further information about the MBE/WBE Program appears in the DSB Public Notice at pages 4-8 entitled "Participation by Minority Owned Businesses and Woman Owned Businesses" and at Attachment E of the DCAM Standard Contract for Design Services. Applications from MBE and WBE firms as prime consultant are encouraged.

**APPROPRIATION LANGUAGE:**

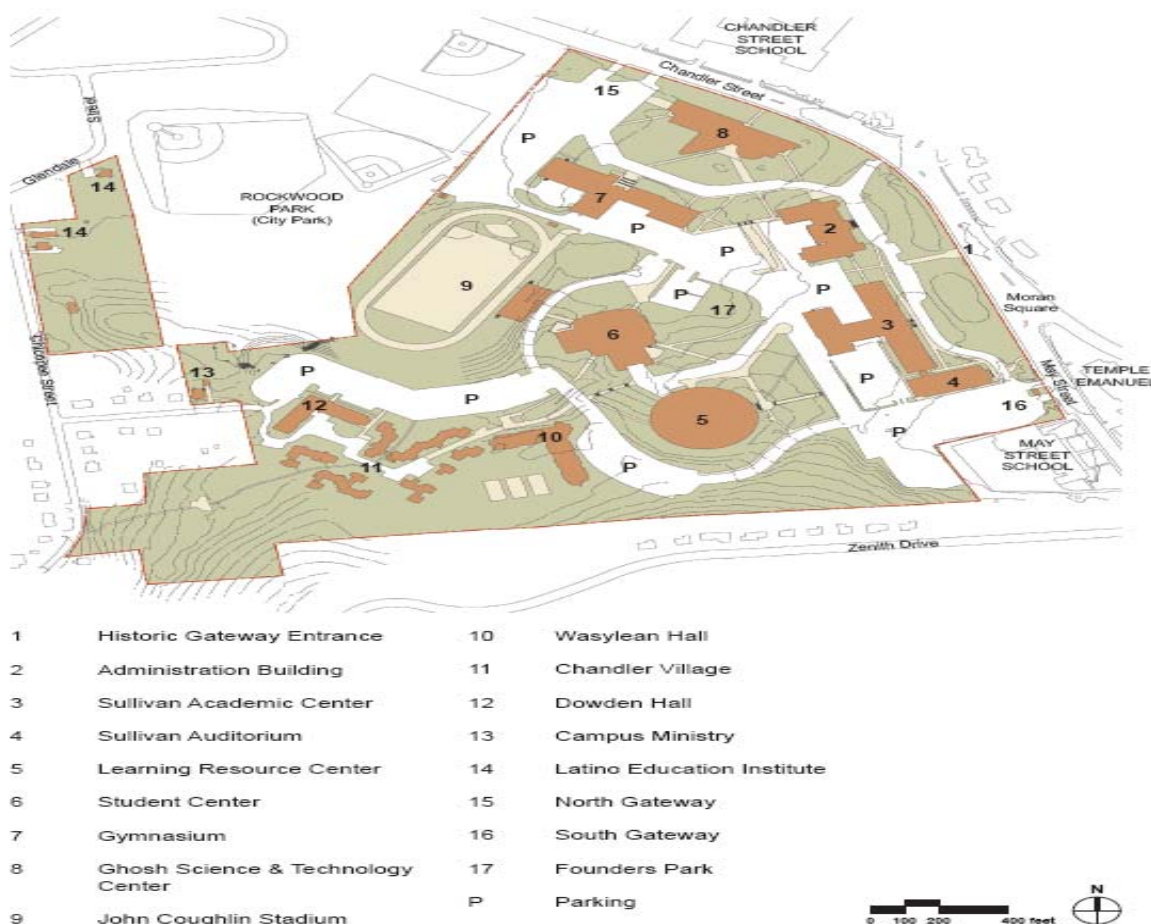
"... for the modernization and improvement of the health science and athletic center at Worcester State College ..."

## GENERAL SCOPE OF WORK:

### Project Goals

The project will document and analyze athletic and health science space deficiencies in the existing Gymnasium and the Science and Technology Center, recommend the most cost-effective uses for existing capital and operational resources to modernize and improve them, and prepare a building study or studies for priority capital projects for which funding can be secured.

All phases of planning, study and, if the Designer is approved for continued services, design, will implement, and must be in close coordination with, the *Master Plan* completed by Chan Krieger Sieniewicz (CKS) and approved by the College in 2007. At a minimum, this project will “do no harm” to the development goals and framework articulated by the *Master Plan*.



Worcester State College

### Background

Worcester State College was founded as a State Normal School (Teacher’s College) in 1874 on the east side of Worcester, and was relocated to farmland on what was then the western edge of the city in 1932. The campus grew from 20 to 56 acres in 1942, and has expanded from a single building (now called the Administration Building) to include seven academic and student life buildings, two dormitories, and a residential “village.” The most recent building projects there were the 110,520 SF Ghosh Science and Technology Center, completed in 2000 and a parking garage (not shown above) that was completed in 2007. The College currently enrolls approximately 3,500 full-time and 2,000 part-time students.

The legacy of Worcester State College’s growth, as summarized by the CKS *Master Plan*, is both positive and negative: the College has become both a home for “architectural innovation and experimentation” and a “fragmented landscape” dominated by automobiles.

The recommendation of the CKS *Master Planning Report* was a new Campus Framework implemented by a realignment of the campus roadway around the campus core and replacement of existing parking and roadways by a new, landscaped

pedestrian campus. The first step in transforming the campus, a *Worcester State College Transportation Analysis* by Howard/Stein-Hudson Associates (HSH) confirming the proposed circulation improvements, has recently been completed. Among other things, the *Transportation Analysis* proposes a detailed implementation plan for the improvements which should be carefully consulted by the designer selected for the study.

The *Master Plan*'s other recommendations for implementing the Campus Framework consist primarily of modernizations of existing buildings, in the course of which it also anticipates that issues of "right-sizing" and instructional quality documented by Rickes Associates *Space Utilization Analysis* (September 2007) for the College will be addressed. In particular, the report recommends that a replacement for the existing Gym "begin seeding the new campus landscape by transforming circulation and parking patterns" (p. 50).



*The campus interior, looking northwest towards the Gymnasium Building*

#### *The Gymnasium Building*

The Gymnasium Building was built in 1959 and originally contained the College's library, cafeteria, and gymnasium. It consists of three two-story elements backed into a slope along a northwest-southeast axis: an 8,700 SF gymnasium over a locker and shower area; an "L" shaped Administration Area over the College Fitness/Wellness Center, boiler room, and storage rooms; and a rectangular Classroom Area with offices above and two-story classrooms in the former library below. The main entrance is on the northeast side at the second level, and opens into a lobby connecting to the office/student service area and the main gymnasium floor. The southeast side of the building is almost entirely surrounded by parking lots. The total size of the building is 65,600 GSF, of which about 40,100 SF is assignable, split evenly between the first and second floors.

Floor plans and a detailed description of the building's systems and condition can be found in a *Preliminary Study Report* prepared by Flansburgh Associates, which also presents a draft program for a new athletic building. The *Preliminary Study* found that the major deficiency of the existing building was the gymnasium wing, which was built to serve the recreational and athletics needs of only 400 students and does not meet NCAA requirements for ceiling height or Title IX requirements for women's athletic programs.

#### *The Ghosh Science and Technology Center*

The College's 110,520 GSF Science and Technology Center was completed in 2000. The building contains all the College's biology, chemistry and physics laboratories, its Nursing, Occupational Therapy, Communications Science and Disorders, and Computer Science programs, and its Health Science program staff. It consists of a four-story rectangular main wing containing labs, classrooms and support spaces and a four-story triangular wing with offices along the outside wall and open-plan support space in the center. The third and fourth floors of the main wing are designed with the specialized mechanical systems required by the labs. The York rooftop units in the mechanical penthouse have needed constant repair and are recommended for replacement by the Master Plan.



*The Ghosh Science and Technology Center, looking northwest from the Administration Building*

## **Scope of Work**

### Problem Statement and Preliminary Workplan Approval

This phase of work will include all activities required to complete a draft and final Work Plan for DCAM review and approval. They are anticipated to include, but are not limited to, a tour the buildings and review available studies, plans and documents regarding space, space use, and condition of the Gymnasium and Ghosh Buildings, and meetings with College staff.

### Inventory and Analysis

This phase will include all activities and products required to identify the scope of the certifiable study and revise the preliminary Work Plan for DCAM approval. Its focus is anticipated to be on uses currently located in the Gymnasium and the Science and Technology buildings, and its goal will be to identify and analyze deficiencies and recommend operational and capital solutions to address them. The Designer will assist the College and DCAM in reaching strategic operational and capital decisions quickly and efficiently, using existing information and “just enough” additional data, to clarify physical and operational issues and opportunities for planning and budgeting purposes.

The analysis will as far as possible be based on existing data and information, including floor plans furnished by the College and on the Rickes Associates *Space Utilization Analysis*. Additional data gathering will be authorized as an extra service as required. Tasks may include, but are not limited to

- Identification of appropriate space and space utilization standards and benchmarks for DCAM review. The approach should be strategic at the level most appropriate to the type of space, e.g. it is likely that at this stage data for athletic facilities and office space at an institutional level (SF/FTE student or faculty member) and instructional space utilization at the departmental level will be sufficient for decision.
- Identification of surpluses and deficiencies in non-instructional space
- Identification of instructional space utilization issues, including station size and number, class size, and schedule
- Identification of technical issues noted about existing buildings that may influence appropriate uses, e.g. mechanical systems, structural issues, repair costs, re-use potential, etc.
- Development of a range of strategic capital, operational and administrative approaches to space and space utilization issues and deficiencies noted, including recommendations regarding
  - Staffing and section size
  - Scheduling
  - “Right-sizing” existing instructional space
  - Relocation and backfill
  - Renovation
  - New Construction

Implementation issues will be noted, and all options and recommendations will include order of magnitude capital and operating cost estimates and estimates of a project's impact on the College's plans to meet Executive Order 484's goals for energy, water, and greenhouse gas reductions. All capital options will be evaluated in the context of the *Master Plan* recommendations based on funding in the current capital bond bill.

#### Alternate Solutions

This phase of work will develop and analyze program, siting, and design concept solutions for all elements required to fully implement the preferred capital option identified at the conclusion of the preceding phase, including any renovation and backfill required. Coordination with the College's 484 Energy Plan is required at all stages of analysis for all elements of the project. Tasks should be performed concurrently where appropriate. They are anticipated to include, but are not limited to:

#### *Data gathering*

- Obtain all additional information on the existing site and building relevant to the proposed project not obtained in Tasks 1 and 2, including full Chapter 34 Code Review.

#### *Preliminary Program and Cost Analysis*

- Hold programming interviews with College staff and prepare an adjacency diagram and tabular program summary with an appropriate net/gross ratio for evaluation of the proposed program.
- Confirm any certifiable funding sources and amounts available for the project with DCAM.
- Prepare preliminary cost analysis for preferred site and program including any necessary recommendations for adjustments required to meet both a "base case" representing the existing appropriation and a "best case" assuming additional certifiable funding, if any.
- Present and review options with the College and DCAM to determine preferred site and program.

#### *Site Selection*

- Review *Master Plan* and HSH *Transportation Analysis*.
- Evaluate options for Landscape Design/Site Improvement implementing the *Master Plan*.
- Develop a building footprint/site envelope and siting criteria for the proposed project elements for College and DCAM review.
- Identify and evaluate potential sites for the project(s), noting significant opportunities, constraints, and cost premiums associated with each.
- Present and review siting options to the College and DCAM and identify preferred approach.

#### *Design Concepts*

- Develop, evaluate, and present alternative conceptual building and site design approaches.
- Confirm preferred approach with the College and DCAM.
- Present preferred approach to DCAM Global Workshop.

#### Consensus Solution

This phase includes preparation of a certifiable study package for the preferred concept, including pre-schematic site and building drawings, room data sheets, narrative specifications, cost estimate, implementation plan, and EO 484 energy, greenhouse gas, and water use estimates.

#### Draft and Final Reports

Preparation of a draft Report fully documenting study process and products for College and DCAM review; revision and delivery of bound and electronic deliverables meeting DCAM standards.

### **GENERAL CONDITIONS OF THIS CONTRACT:**

#### *Study Contract*

If selected for study services, the applicant agrees to execute *DCAM Form C-3 Contract for Designer's Services–Study*, or its successor, without revisions or modifications. DCAM compensates the designer during the Study Phase for approved products in accordance with the approved work plan.

*Design Contract*

At the conclusion of the study, if approved by the DSB to perform final design services, the applicant agrees to execute *DCAM Standard Contract for Design Services* (Revised 12/07)<sup>1</sup> or its successor, without revisions or modifications.

*DCAM Procedures*

The designer will follow the procedures established in DCAM's Designer Procedures Manual dated June 2005 ([http://www.mass.gov/cam/dlforms/DPMD\\_2005\\_06.doc](http://www.mass.gov/cam/dlforms/DPMD_2005_06.doc)). Applicants are urged to review and become familiar with the following supplemental material, which is available on the web at: <http://www.mass.gov/cam/DSB/index.html>.

*Construction Specifications*

The designer shall utilize the DCAM Standard Specification.

*PMAS*

Consultants will be required to use DCAM's electronic web-based Project Management and Accounting System (PMAS) as a repository for all project correspondence, documentation, and project budgeting, and scheduling. No special software is required.

*Workshops*

DCAM and the Designer will hold periodic workshops to ensure that critical issues are not overlooked and that all team members have an opportunity to contribute their expertise, to anticipate potential obstacles, to identify potential solutions, and to expedite the decision-making process. Attendance by key design team members will be required at all workshops.

*Executive Order 484*

This project shall comply with all applicable requirements of Executive Order 484 (EO 484): see <http://www.mass.gov/Agov3/docs/Executive%20Orders/Leading%20by%20Example%20EO.pdf>. All building studies shall include preliminary estimates of the project's energy use, water use, and greenhouse gas emissions using protocols established by EOEA or as determined by DCAM. No building study shall be certified for final design unless all means, methods, and commitments required to mitigate the project's impact on the operating agency's plan for meeting EO 484's goals are documented in the consensus solution, implementation plan, and estimated construction cost.

*LEED Certification*

This project shall be certified Mass. LEED Plus as required by Executive Order 484 (see <http://www.mass.gov/Agov3/docs/Executive%20Orders/Leading%20by%20Example%20EO.pdf>) at a level of Silver or higher. Studies for all projects shall identify and evaluate alternate methods, systems, and materials achieving Mass. LEED Plus Silver or higher certification. Any and all of these may be incorporated into Final Design as part of the Designer's base fee; administration of the certification process by the Designer during the Final Design and Construction phases of the project will be considered an extra service.

*Universal Design*

In addition to complying with 521 CMR, The Rules and Regulations of the Architectural Access Board ([http://www.mass.gov/aab/aab\\_regs.htm](http://www.mass.gov/aab/aab_regs.htm)), the consultant will review ADA Title II (<http://www.usdoj.gov/crt/ada/reg2.html>), and the ADA Accessibility Guidelines (<http://www.access-board.gov/adaag/html/adaag.htm>), to ensure that the proposed design meets the civil right intent of this act. The requirements of these two laws may differ and the consultant must comply with the more stringent. Design solutions will meet the diverse and changing needs of users across age, ability, language, ethnicity and economic circumstance. DCAM welcomes innovative design strategies that are simultaneously equitable, flexible and legible for all and extend beyond minimal compliance with accessibility regulations.

*Environmental and other supplemental services*

DCAM reserves the right to obtain supplemental services through independent consultants who will collaborate with the prime and the project team.

*Cost Estimating*

Cost estimates, cost models, and estimator participation in both the study and the design phases shall meet the requirements of the current DCAM *Cost Estimating Manual* and will be submitted in Unifomat II in the study

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<sup>1</sup> The *DCAM Standard Contract for Design Services* (Revised 12/07) replaces the former *DCAM Form C-2 Contract for Designer Services*.

phase and in both Uniformat II to Level 3 and CSI Masterformat in the design phase. The *Cost Estimating Manual* can be found at [http://www.mass.gov/cam/dlforms/CEM\\_Feb06.pdf](http://www.mass.gov/cam/dlforms/CEM_Feb06.pdf), and Uniformat II can be found at <http://www.bfrl.nist.gov/oe/publications/nistirs/6389.pdf>.

#### *Building Information Modeling*

DCAM encourages use of Building Information Modeling (BIM) in the study, design, and construction phases of its projects, and will authorize development of a building information model as an extra service if the selected Designer has that capability.

#### *Building Commissioning*

DCAM will include building commissioning as part of this project. An operations and maintenance plan will be produced as a reimbursable expense during the building commissioning phase. The Designer will meet with DCAM's building commissioning agent during design and construction to evaluate design proposals for MEP systems to ensure maintainability and operational efficiency.

#### *CM at Risk*

The construction of this project will be performed utilizing a construction management at-risk (CMAR, sometimes referred to as CM/GC) contract in accordance with MGL Chapter 149A.

### **ADDITIONAL SUPPORTING DOCUMENTS**

For additional materials for the scope of work, refer to documents on file at the Designer Selection Board and available for review in Room 1004 on the 10<sup>th</sup> floor at One Ashburton Place, Boston.

- *Worcester State College Transportation Analysis*, Howard/Stein-Hudson Associates, June 2008
- *Master Planning for State and Community Colleges: Worcester State College*, Chan Krieger Sieniewicz, August 2007
- *Worcester State College Space Utilization Analysis: Classrooms and Specialized Instructional Spaces*, Rickes Associates, September 2006
- *Worcester State College: Preliminary Study Report, Gymnasium Building*, Flansburgh Associates, 24 January 2003

### **CONDITIONS FOR APPLICATION:**

Current or updated Master File Brochures must be on file with the Board. As a condition of application, each applicant, if selected for the new project, agrees to carry professional liability insurance in an amount equal to the lesser of \$5,000,000 or 10% of the Project's Fixed Limit Construction Cost, but in no event less than \$250,000 per claim in accordance with the *DCAM Standard Contract for Final Design and Contract Administration Services (Revised 11/06)*, (i.e., minimum coverage of \$250,000 up to \$5,000,000 depending on the construction cost). DCAM may seek additional coverage for the selected designer, and if so will bear the cost of the additional coverage.

**APPLICATIONS WILL BE EVALUATED BASED ON THE FOLLOWING PRIME AND SUB CONSULTANT PERSONNEL AND EXTENT OF COMPLIANCE WITH MBE/WBE PARTICIPATION GOALS. PLEASE ALSO SEE QUESTION #6 ON DSB APPLICATION 2005.**

- |                                      |  |
|--------------------------------------|--|
| 1. <b>Architect</b> (as prime)       | 7. Structural Engineer                                     |
| 2. Landscape Architect               | 8. Specifications Writer (independent consultant required) |
| 3. Mechanical Engineer (MPFP)        | 9. Cost Estimator (independent consultant required)        |
| 4. Electrical Engineer               | 10. LEED Accredited Professional                           |
| 5. Higher Education Space Programmer | 11. Code Consultant  |
| 6. Civil Engineer                    |  |

Where an "independent consultant" is required the Applicant may not provide the services "in house." If the Applicant plans to fulfill any of the other sub-consultant roles, so indicate on the organizational chart. Project Managers for Study and Final Design should be listed separately.

**APPLICATIONS WILL BE EVALUATED BASED UPON THE REQUIREMENTS OF M.G.L. Ch. 7 §38F AND WORK LISTED ON DSB APPLICATION 2005 SECTIONS 8, 9 AND 10 WHICH ILLUSTRATES CURRENT QUALIFICATIONS IN THE FOLLOWING AREAS:**

- |  |   |
|--|---|
| 1. Strategic facilities and space planning for higher education    | 4. Laboratory facilities programming                                  |
| 2. Planning and design of facilities for health science training   | 5. Phased renovation of occupied buildings of a similar size and type |
| 3. Planning and design of athletic facilities for higher education |   |

**APPLICANTS PLEASE NOTE**

A copy of the most current Application Form and Instructions - **DSB 2005 Application Form** is included with this Notice, and is available for download at [http://www.mass.gov/cam/forms/fi\\_dselectboard.html](http://www.mass.gov/cam/forms/fi_dselectboard.html).

Only complete applications submitted on the **DSB2005 Application Form** will be considered by the Designer Selection Board. Applications that are incomplete or submitted on a form other than **DSB2005**, may be rejected as non-compliant and not be considered by the Board.

Applications received at the DSB Office after the advertised deadline will not be considered.

**COMMONWEALTH OF MASSACHUSETTS  
DESIGNER SELECTION BOARD PROJECT CRITERIA**

**DSB LIST #** 08-12 **ITEM #** 2 **DSB PUBLIC NOTICE DATE** July 16, 2008

**LAST DATE FOR FILING APPLICATION IS:** August 6, 2008 at 2:00 PM

**The Board recommends applications to be submitted by any of the following firms:**

( <input checked="" type="checkbox"/> )	Architect	(     )	Engineer
( <input checked="" type="checkbox"/> )	Architect/Engineer (A/E)	(     )	Other:

**PROJECT NUMBER:** **GCC-08-01**

**PROJECT TITLE:** **Renovations and Repairs for Campus Facilities**

**PROJECT LOCATION:** **Greenfield**

**AWARDING AGENCY:** **Greenfield Community College**

**APPROPRIATION SOURCE:** **College funds**

**AVAILABLE AMOUNT:** **As required by projects**

**ESTIMATED CONSTRUCTION COST:** **Less than \$1 million for each project**

**TOTAL FEE**, excluding reimbursables, based on scopes of work and services authorized, shall not exceed:

( ☒ ) Lump sum established set fee per C.7, §38G(a) 200,000 Dollars

**IMMEDIATE SERVICES AUTHORIZED:**

( ☒ ) CERTIFIABLE BUILDING STUDY  
( ☒ ) SCHEMATIC PLANS AND OUTLINE SPECIFICATIONS  
( ☒ ) DESIGN DEVELOPMENT PLANS AND SPECIFICATIONS  
( ☒ ) CONSTRUCTION PLANS AND SPECIFICATIONS  
( ☒ ) ADMINISTRATION OF CONSTRUCTION CONTRACT  
(     ) OTHER

**MBE/WBE PARTICIPATION:**

In accordance with Executive Order #390, Greenfield Community College has established minimum goals of 8% MBE participation and 4% WBE participation for the combined value of the study and final design contracts for this project. MBE/WBE goals must be met within the list of requested prime and sub-consultants. All applicants must indicate how they will meet these goals and will be evaluated on that basis. Further information about the MBE/WBE Program appears in the DSB Public Notice at pages 4-8 entitled "Participation by Minority Owned Businesses and Woman Owned Businesses" and at Attachment E of the DCAM Standard Contract for Design Services. Applications from MBE and WBE firms as prime consultant are encouraged.

N.B.1: This contract will be a "house doctor" contract. Multiple projects of the type described in the General Scope of Work may be assigned, and fee increments approved, up to the total value of the contract.

N.B.2: The Awarding Agency may award up to three [3] contracts, each with a total value of \$200,000, to qualified designers under this contract.

**APPROPRIATION LANGUAGE:**

N/A

**GENERAL SCOPE OF WORK:**

Greenfield Community College was founded in 1962, and is the smallest of the 15 community colleges in the Massachusetts higher education system. The college is sited on 112 acres of mixed topographical and resource areas. Main campus facilities with four defined areas total over 275,000 GSF prepare students with Associate degrees planning to transfer to four year colleges as well as Associate degrees and certificates to prepare students to enter the knowledge-based workforce in fields of demand in Western Massachusetts.

The consultant will prepare certifiable studies, schematic plans, final design documents, and will provide construction administrative services for a variety of renovations, alterations, and modernizations of campus buildings, operating systems, and infrastructure (including parking lots).

**GENERAL CONDITIONS FOR THIS CONTRACT:**

*Contract*

This contract is limited to projects with an estimated construction cost of less than \$1,000,000 as per M.G.L. C. 7 §40B, as amended by C. 159 §15 of the Acts of 2000 and C. 245 §22 of the Acts of 2002. **The designer must prepare studies for all projects under this contract, and all studies must be certified by the DCAM Director of Programming before final design can proceed.** Master plans and/or studies for any projects with an estimated construction cost of \$1 million or more may not be performed under this contract.

The applicant agrees to execute *DCAM Standard Contract for Final Design and Contract Administration Services* (Revised 11/06)<sup>1</sup> or its successor, without revisions or modifications.

*Procedures*

The designer will follow the procedures established in DCAM's Designer Procedures Manual dated June 2005 ([http://www.mass.gov/cam/dlforms/DPMD\\_2005\\_06.doc](http://www.mass.gov/cam/dlforms/DPMD_2005_06.doc)). Applicants are urged to review and become familiar with the following supplemental material, which is available on the web at: (<http://www.mass.gov/cam/DSB/index.html>).

*Construction Specifications*

The designer shall utilize the DCAM Standard Specification.

*Executive Order 484*

Projects undertaken under this contract shall comply with all applicable requirements of Executive Order 484 (EO 484): see <http://www.mass.gov/Agov3/docs/Executive%20Orders/Leading%20by%20Example%20EO.pdf>. All building studies shall include preliminary estimates of the project's energy use, water use, and greenhouse gas emissions using protocols established by EOEEA, and shall evaluate their impact on the operating agency's plan to meet EO 484's goals.

*Universal Design*

In addition to complying with 521 CMR, The Rules and Regulations of the Architectural Access Board ([http://www.mass.gov/aab/aab\\_regs.htm](http://www.mass.gov/aab/aab_regs.htm)), the consultant will review ADA Title II (<http://www.usdoj.gov/crt/ada/reg2.html>), and the ADA Accessibility Guidelines (<http://www.access-board.gov/adaag/html/adaag.htm>), to ensure that the proposed design meets the civil right intent of this act. The requirements of these two laws may differ and the consultant must comply with the more stringent. Design solutions will meet the diverse and changing needs of users across age, ability, language, ethnicity and economic circumstance. DCAM welcomes innovative design strategies that are simultaneously equitable, flexible and legible for all and extend beyond minimal compliance with accessibility regulations.

*Cost Estimating*

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**CONDITIONS FOR APPLICATION:**

The applicant's current or updated Master File Brochure must be on file with the Board prior to the date of application. As a condition of application, each applicant, if selected for the new project, agrees to carry professional liability insurance in an amount equal to the lesser of \$5,000,000 or 10% of the Project's Fixed Limit Construction Cost, but in no event less than \$250,000 per claim in accordance with the *DCAM Standard Contract for Final Design and Contract Administration Services (Revised 11/06)*, (i.e., minimum coverage of \$250,000 up to \$5,000,000 depending on the construction cost). The Agency may seek additional coverage for the selected designer, and if so will bear the cost of the additional coverage.

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- |                               |                                     |
|-------------------------------|-------------------------------------|
| 1. Architect                  | 5. Civil Engineer                   |
| 2. Space Planner              | 6. Site Planner/Landscape Architect |
| 3. Mechanical Engineer (MPFP) | 7. Cost Estimator                   |
| 4. Electrical Engineer        | 8. Specification Writer             |

If the Applicant plans to fulfill any of the sub-consultant roles, so indicate on the organizational chart. Project Managers for Study and Final Design should be listed separately.

**APPLICATIONS WILL BE EVALUATED BASED UPON THE REQUIREMENTS OF M.G.L. Ch. 7 §38F AND WORK LISTED ON DSB APPLICATION 2005 SECTIONS 8, 9 AND 10 WHICH ILLUSTRATES CURRENT QUALIFICATIONS IN THE FOLLOWING AREAS:**

- |   |   |
|---|---|
| 1. Renovation/Modernization of facilities operating systems     | 4. Interior space planning for classroom and office flexibility.                  |
| 2. Renovations of campus infrastructure                         | 5. Repair/Renovation of exterior facilities access                                |
| 3. Renovation/Repair to Roofing Systems (including metal roofs) | 6. Design and construction of renovations in occupied higher education buildings. |

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Only complete applications submitted on the **DSB2005 Application Form** may be considered by the Designer Selection Board. Applications that are incomplete or submitted on a form other than **DSB2005**, may be rejected as non-compliant and will not be considered by the Board.

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